



Manual de usuario de la herramienta compas para administradores

ACCESO	3
Registro de un usuario.....	5
INVITAR A UN ESTUDIANTE A CREAR REDES DE HABILIDADES (Radares) AL <i>INICIO</i> DE SU PERÍODO DE PRÁCTICAS	13
INVITAR A UN ESTUDIANTE A CREAR REDES DE HABILIDADES (Radares) al <i>FINAL</i> del período de prácticas.....	19
ANTES DE CREAR acuerdos o certificados de PRÁCTICAS.....	21
CREAR UN acuerdo de PRÁCTICAS ENTRE 3 USUARIOS	23
CREAR UN CERTIFICADO DE PRÁCTICAS AL FINAL DEL PERÍODO DE PRÁCTICAS.....	27

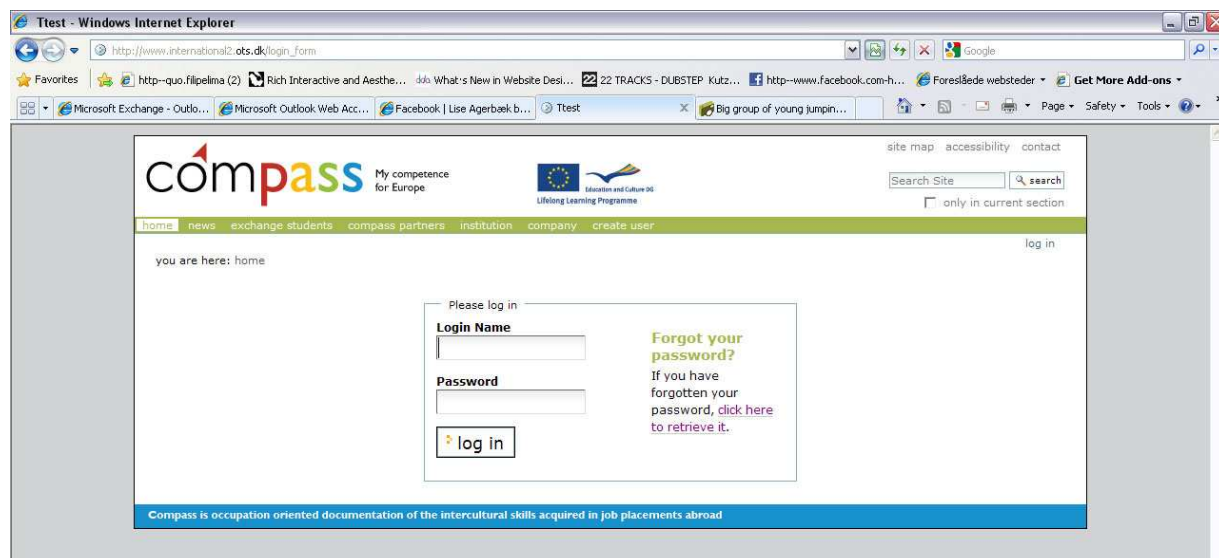
ACCESO

Acceso

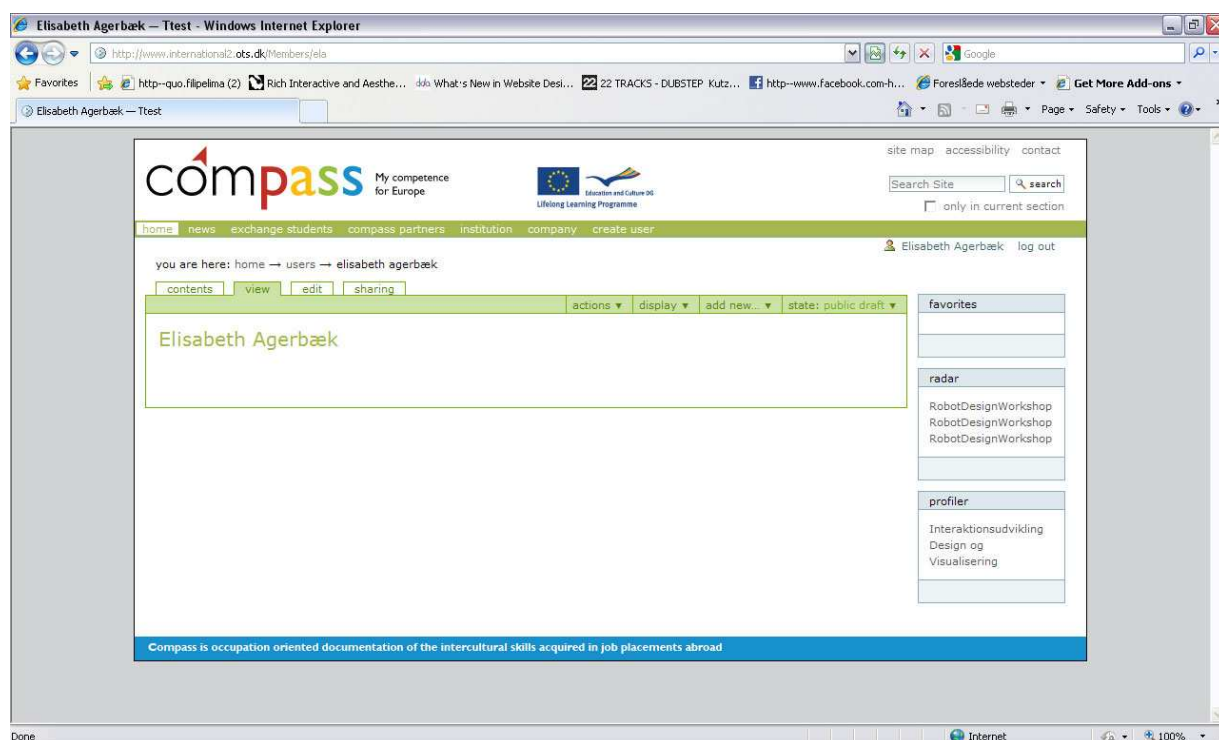
Para acceder, haga clic en “log in” (acceder) en la esquina derecha de la herramienta compass.



Escriba su identificador y la contraseña en el campo correspondiente. (Deberá haberlos recibido por correo electrónico). Haga clic en “log in” (acceder).



Al acceder, aparecerá su página "portfolio" (trabajos y experiencia), como página de inicio.



REGISTRO DE UN USUARIO

Crear un usuario

Al acceder, aparecerá un botón adicional en la página de herramientas principal, el botón "Create User" (crear usuario). Haga clic en él.



Tipo de usuario

Hay tres tipos de usuarios: Estudiante, Compañía e Institución.



Seleccione el tipo de usuario que desea crear haciendo clic en el enlace.

Crear un usuario: Estudiante

Rellene los campos. El usuario podrá modificar la contraseña.

The screenshot shows the 'Register: Student' form. At the top right, it says 'Torben Hansen log out'. Below the breadcrumb 'you are here: home', there are links for 'Register: Student', 'Company', and 'Institution'. The form is titled 'Register: Student' in green. It contains several input fields: 'Full name', 'E-mail', 'Username / login name', 'Password', 'Confirm password', and a checkbox for 'Send email with password'. On the right side, there is a dropdown for 'Name of education or mobility project' (currently showing 'Intet valgt'), two text areas for 'Student learning goals' (language and professional competences, and social and personal competences), and a 'Period of work placement' section with 'Start' and 'End' dates (day, month, year). At the bottom left, there is a 'Personal e-mail message' text area and a 'register' button.

Haga clic en "Send email with password to the user" (enviar un mensaje de correo electrónico con la contraseña al usuario), si desea que el usuario reciba la contraseña. Rellene el campo "Personal e-mail message" (mensaje de correo electrónico personal) con un mensaje para el usuario-estudiante.

Deberá elegir el nombre del proyecto de educación de la lista de proyectos de educación o movilidad.

Describa los objetivos formativos del estudiante en el campo creado al efecto.

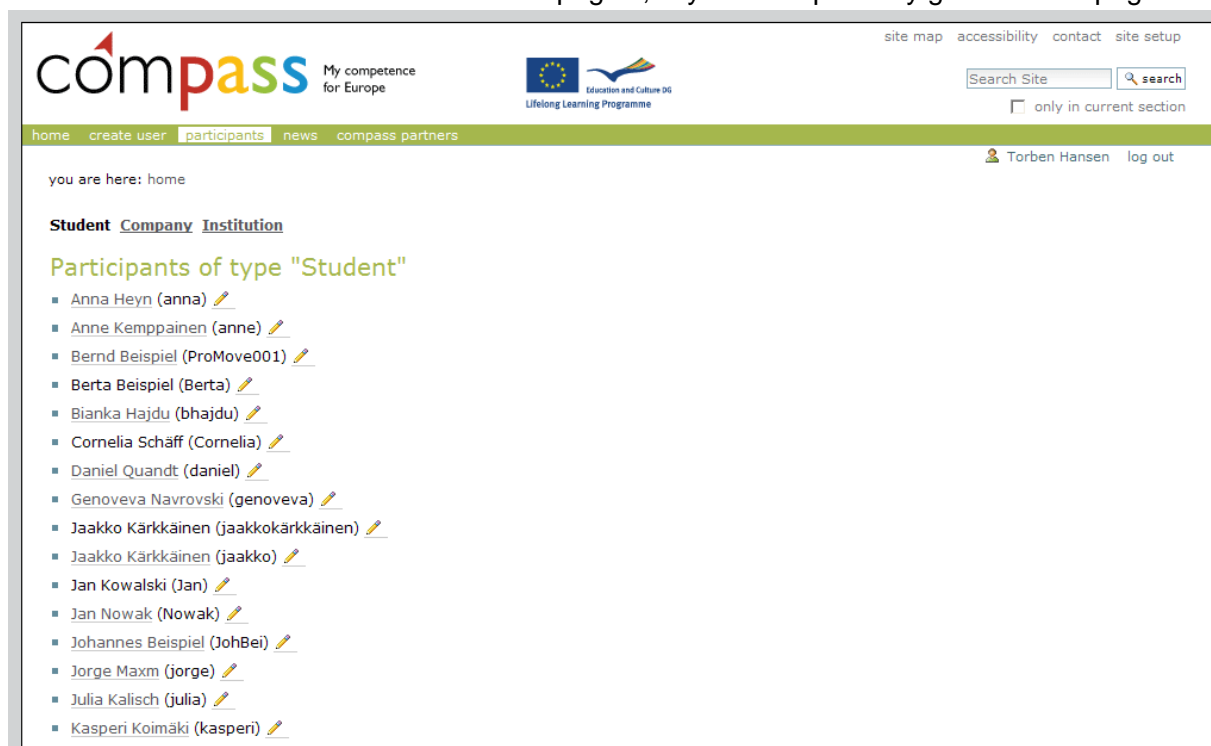
Para finalizar, haga clic en "Register" (registrar)

Una vez registrado, aparecerá el siguiente mensaje de confirmación.

The screenshot shows the confirmation message after registration. At the top, there is a navigation bar with links: 'site map', 'accessibility', 'contact', and 'site setup'. The 'compass' logo is on the left, followed by 'My competence for Europe' and the European Union flag with 'Education and Culture DG Lifelong Learning Programme'. A search bar is on the right. Below the navigation bar, there is a green bar with links: 'home', 'create user', 'news', 'exchange students', 'compass partners', 'institution', and 'company'. The breadcrumb 'you are here: home' is shown. At the bottom, there is a yellow box with the message 'Message Student added'.

El estudiante podrá ver ahora su nombre en la lista de participantes. Desde aquí podrá acceder además la lista de instituciones y de compañías.

El estudiante sólo será accesible como subpágina, si ya ha bloqueado y guardado su página.



The screenshot shows the 'compass' website interface. The header includes the 'compass' logo with the tagline 'My competence for Europe', the European Union flag, and the text 'Education and Culture DG Lifelong Learning Programme'. Navigation links include 'home', 'create user', 'participants', 'news', and 'compass partners'. A search bar is present with the text 'Search Site' and a 'search' button. A user profile 'Torben Hansen' is logged in, with a 'log out' link.

The main content area shows the breadcrumb 'you are here: home' and a list of participants under the heading 'Participants of type "Student"'. The list is organized into columns: 'Student', 'Company', and 'Institution'. Each entry includes a name, a link to the user profile, and an edit icon.

Student	Company	Institution
Anna Heyn (anna)		
Anne Kemppainen (anne)		
Bernd Beispiel (ProMove001)		
Berta Beispiel (Berta)		
Bianka Hajdu (bhajdu)		
Cornelia Schäff (Cornelia)		
Daniel Quandt (daniel)		
Genoveva Navrovski (genoveva)		
Jaakko Kärkkäinen (jaakkokarkkainen)		
Jaakko Kärkkäinen (jaakko)		
Jan Kowalski (Jan)		
Jan Nowak (Nowak)		
Johannes Beispiel (JohBei)		
Jorge Maxm (jorge)		
Julia Kalisch (julia)		
Kasper Koimäki (kasper)		

Crear un usuario: Compañía

Rellene los campos. El usuario podrá modificar la contraseña.

Register: [Student](#) [Company](#) [Institution](#)

Register: Company

<p>Name of Company</p> <input type="text"/> <p>Name of contact person</p> <input type="text"/> <p>E-mail</p> <input type="text"/> <p>Username / login name</p> <input type="text"/> <p>Password</p> <input type="password"/> <p>Confirm password</p> <input type="password"/> <p>Send email with password</p> <input type="checkbox"/> <p>Personal e-mail message</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	<p>Address</p> <p>Adress 1</p> <input type="text"/> <p>Adress 2</p> <input type="text"/> <p>Zip code</p> <input type="text"/> <p>City</p> <input type="text"/> <p>Country</p> <input type="text"/> <p>Description of wishes for work placement</p> <input type="text"/> <p>Logo</p> <div style="display: flex; align-items: center;"> <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/> </div> <p><input type="checkbox"/> Delete</p>
---	---

Haga clic en “Send email with password to the user” (enviar un mensaje de correo electrónico con la contraseña al usuario), si desea que el usuario reciba la contraseña. Rellene el campo “Personal e-mail message” (mensaje de correo electrónico personal) con un mensaje para el usuario-compañía.

En el campo “Description of wishes for work placement” (qué espera de la persona que realizará las prácticas) puede rellenar qué desea la compañía: habilidades del estudiante, productos que la compañía desearía crear, etc.

Para finalizar, haga clic en "Register" (registrar). Una vez registrado, aparecerá un mensaje de confirmación.

Crear un usuario: Institución

Rellene los campos. El usuario podrá modificar la contraseña.

Haga clic en “Send email with password to the user” (enviar un mensaje de correo electrónico con la contraseña al usuario), si desea que el usuario reciba la contraseña. Rellene el campo “Personal e-mail message” (mensaje de correo electrónico personal) con un mensaje para el usuario-institución.

Register: [Student](#) [Company](#) [Institution](#)

Register: Institution

Name of Institution

Name of contact person

E-mail

Username / login name

Password

Confirm password

Send email with password
☐

Address

Adress 1

Adress 2

Zip code

City

Country

Sector of education

Website

Telephone

Fax

Logo

☐ Delete

Explique el sector formativo, qué ofrece la institución, su sitio web y el resto de campos.




Para finalizar, haga clic en "Register" (registrar).

Una vez registrado, aparecerá un mensaje de confirmación.

Crear un proyecto de movilidad

Como administrador, podrá crear un proyecto de movilidad (o de educación). De este modo podrá seleccionarlo al crear un usuario-estudiante.

Seleccione “Mobility Project” (proyecto de movilidad) en el menú *Add New* (Agregar nuevo).


My competence for Europe


Lifelong Learning Programme

[site map](#)
[accessibility](#)
[contact](#)
[site setup](#)

☐ only in current section

[home](#)
[create user](#)
[participants](#)
[news](#)
[compass partners](#)


Torben Hansen
[log out](#)

you are here: [home](#) → [users](#) → [lillebaelt academy of professional higher learning](#)

[contents](#)
[view](#)
[edit](#)
[sharing](#)

[actions](#)
[display](#)
[add new...](#)
[state: published](#)

- kompetence
- mobility project
- profil
- radartest
- work placement contract
- restrictions...

Lillebaelt Academy of Professional Higher Learning

About the Academy

Lillebaelt Academy of Professional Higher Education is Southern Denmark's largest range of AP Degree Programmes and Bachelor Programmes for fulltime students. Education also offers AP and diploma degree programmes for you who are employed and need competency training. We have programmes within all areas of Danish business, from IT, technology, economics, trade, nutrition and service/hospitality.

Currently, Lillebaelt Academy can offer 18 2-2½-year academy programmes, 9 3½-4-year bachelor programmes and more than 15 AP and diploma degree programmes.

Lillebaelt Academy of Professional Higher Education was established 1 January 2009 by the merging of branches of higher education formerly under the auspices of Tietgen Business College, SDE College, Kold College and Vejle Business College.

This merging has provided a new and strong institution with a very large and diverse pool of competence and development potential. This is both in relation to the development of new educational programmes and in relation to cooperation with industry and commerce in Region South Denmark and research institutions in Denmark and abroad, which in future will play an even greater role in professionally directed higher education.

The increased cooperation with industry and research institutions is helping to increase the level and degree of timeliness in higher education. Additionally, it has allowed Lillebaelt Academy the possibility to expand its offering of higher education – most notably at the BA level.

Lillebaelt Academy of Professional Higher Education has programmes at many different sites in Odense and Vejle. This

favorites

Specialty: Technical innovative bachelor programs

[Manage portlets](#)

Nombre y descripción

Asigne un nombre al proyecto, escriba una descripción y describa el campo profesional y los países anfitriones.

The screenshot shows the COMPASS web application interface. At the top, there is a header with the COMPASS logo, the text "My competence for Europe", and the European Union flag with "Education and Culture DG Lifelong Learning Programme". Navigation links include "site map", "accessibility", "contact", and "site setup". A search bar is present with the text "Search Site" and a "search" button. Below the header, a green navigation bar contains links: "home", "create user", "participants", "news", and "compass partners". A breadcrumb trail reads "you are here: home → users → lillebaelt academy of professional higher learning → [...]". The main content area is titled "Add Mobility Project" with a subtitle "Description of the Example Type". It features a tabbed interface with "Default" selected, and other tabs for "Categorization", "Dates", "Ownership", and "Settings". The "Default" tab contains a "Title" field with the text "BA Webdevelopment", a "Description" field with the text "1,5 years following the Multimedia Designer Education", a "Professional Fields" field with the text "Multi Media Design", and a "Host Countries" field with the text "Denmark". At the bottom of the form are "save" and "cancel" buttons. On the right side, there is a "favorites" section with the text "Specialty: Technical innovative bachelor programs" and a "Manage portlets" link.

Haga clic en "Save" (guardar).

Ahora puede seleccionar el proyecto de movilidad, al crear un usuario-estudiante.

Además, el proyecto de movilidad estará visible en la ficha "Participants" (participantes) bajo el encabezado "Projects" (proyectos).


My competence
for Europe



Education and Culture DG
Lifelong Learning Programme

[site map](#)
[accessibility](#)
[contact](#)
[site setup](#)

☐ only in current section

[home](#)
[create user](#)
[participants](#)
[news](#)
[compass partners](#)
[compass matrix](#)

 [Torben Hansen](#)
[log out](#)

you are here: [home](#)

[Student](#)
[Company](#)
[Institution](#)
[Project](#)

Participants of type "Project"

- International practice
- Multimedia Designer Work Placement
- BA Webdevelopment
- Eurostage
- Youth Training II: Aprendizaje Permanente para jóvenes en el extranjero
- New Horizons
- Omnia Onni - Training Placements in European Network
- ProMove - Mobilität durch Berufspraxis in Europa
- ECVET adoption in Finland
- ProViso - Berufsorientierung und Kompetenz für Europa

[Manage portlets](#)

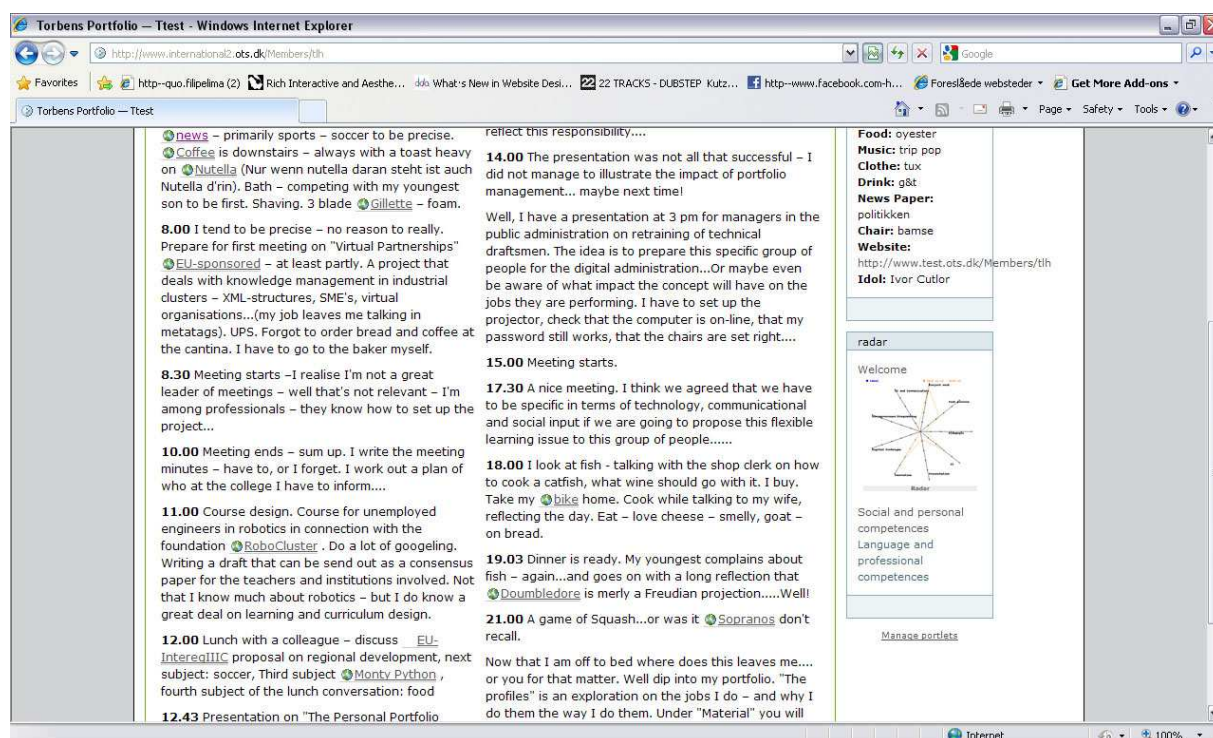
Compass is occupation oriented documentation of the intercultural skills acquired in job placements abroad

INVITAR A UN ESTUDIANTE A CREAR REDES DE HABILIDADES (RADARES) AL INICIO DE SU PERÍODO DE PRÁCTICAS

Radar

En su página "portfolio" (trabajos y experiencia), nada más acceder, haga clic en el nombre de la red de habilidades.

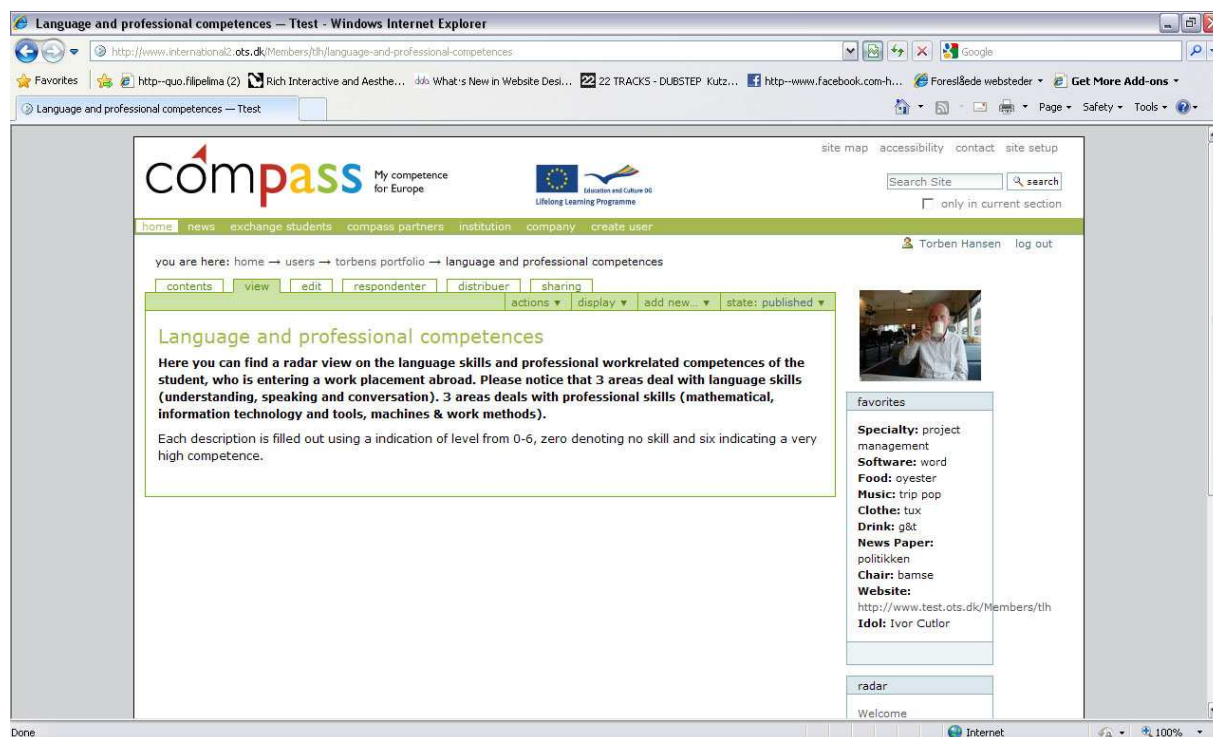
1. Habilidades sociales y personales
2. Habilidades profesionales e idiomáticas



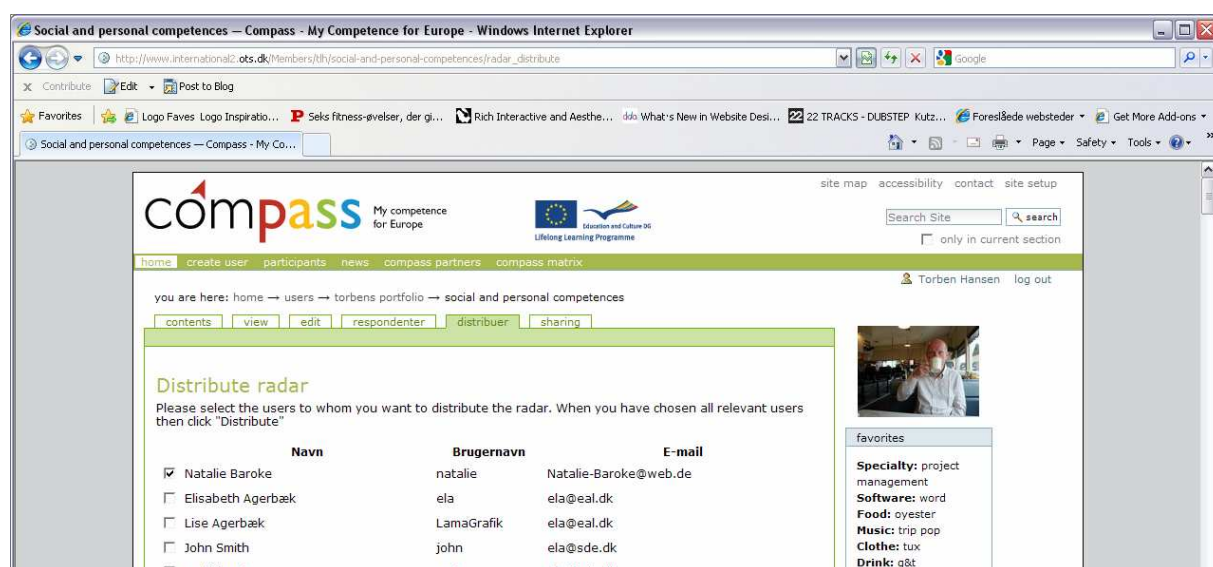
Página de la red de habilidades

Llegará a la página de la red de habilidades designada.

Para enviar el cuestionario al estudiante, haga clic en la ficha "Distribute" (distribuir).

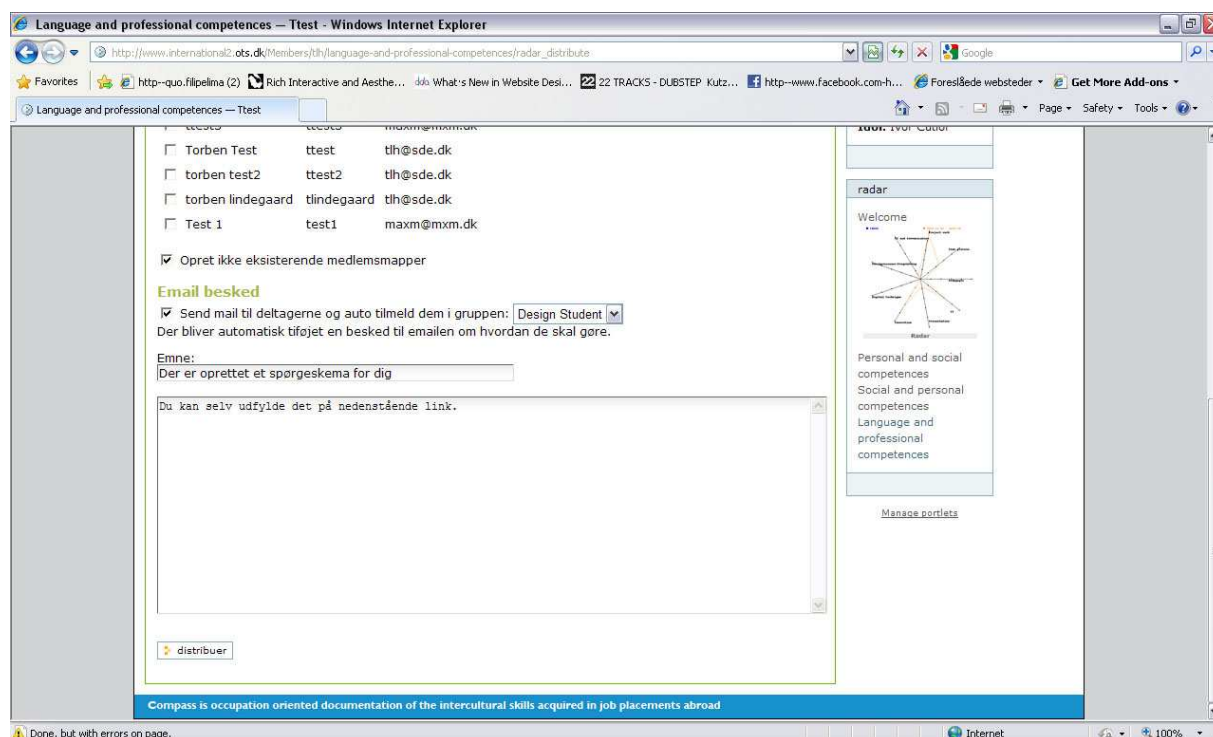


Aquí podrá seleccionar a los usuarios, que ya hayan sido creados el sistema como usuario, haciendo clic en la casilla de selección junto a su nombre en la lista.



Insertar un mensaje

En este campo puede escribir su propio mensaje. El sistema ofrecerá automáticamente una explicación de lo que se supone que hace el usuario.

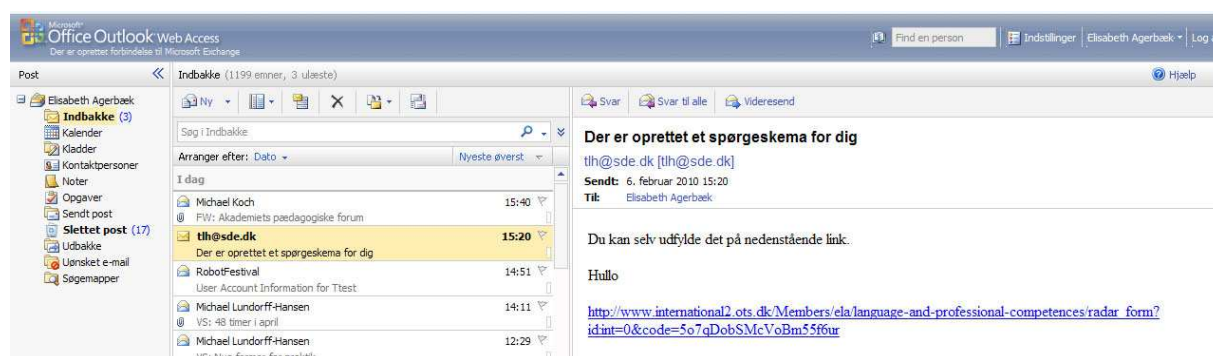


Lo que ha escrito en su mensaje se incluirá en el mensaje de correo electrónico que se envíe al estudiante.

Para finalizar, haga clic en "Distribute" (distribuir).

El estudiante recibirá un mensaje de correo electrónico

El mensaje incluirá un enlace al cuestionario, que generará la visualización del radar.



Página del cuestionario

En ella, el estudiante contestará a las preguntas, a partir de las cuales se crea el radar.

Language and professional competences — Test - Windows Internet Explorer

http://www.international2.ots.dk/members/ela/language-and-professional-competences/radar_form?id=0&code=507dcb59c1c1e8b0596e

Language and professional competences — Test

compass My competence for Europe

site map accessibility contact site setup

Search Site [search] only in current section

home news exchange students compass partners institution company create user

you are here: home → users → elisabeth agerbaek → language and professional competences

Language and professional competences

Here you can find a radar view on the language skills and professional workrelated competences of the student, who is entering a work placement abroad. Please notice that 3 areas deal with language skills (understanding, speaking and conversation). 3 areas deals with professional skills (mathematical, information technology and tools, machines & work methods).

Each description is filled out using an indication of level from 0-6, zero denoting no skill and six indicating a very high competence.

Understanding

4.5 Understand and use familiar ordinary expressions
In the language of the host country I can understand and use familiar ordinary expressions to satisfy everyday needs.

5.0 Sentences and frequently used sayings
In the language of the host country I can understand sentences and frequently used sayings that has to do with areas within the proximity (e.g. information about the person, family, surroundings, instructions and work related job descriptions)?

5.5 Main points, when clear ordinary language is used
In the language of the host country I can understand the main points, when clear ordinary language is used – and when the subject is familiar as work, school, spare time.

4.5 Main points of a professional complex text
In the language of the host country I can within my own profession understand the main points of a complex text about concrete or abstracts subjects as well discussions on professional subjects?

5.0 Wide spectrum of demanding, longer texts
In the language of the host country I can understand a wide spectrum of demanding, longer texts and also grasp the implied meaning.

favorites

radar

RobotDesignWorkshop
RobotDesignWorkshop
RobotDesignWorkshop

profiler

Interaktionsudvikling
Design og
Visualisering

Manage portlets

El estudiante se calificará a sí mismo en una escala del 0 al 6 en cada área.

Los puntos se suman y se calcula la media.

Página del cuestionario

Cuando hayan completado todas las áreas, los estudiantes harán clic en la casilla de respuestas en la parte inferior de la página.

Language and professional competences — Test

Language and professional competences

Here you can find a radar view on the language skills and professional workrelated competences of the student, who is entering a work placement abroad. Please notice that 3 areas deal with language skills (understanding, speaking and conversation). 3 areas deals with professional skills (mathematical, information technology and tools, machines & work methods).

Each description is filled out using an indication of level from 0-6, zero denoting no skill and six indicating a very high competence.

Tools, machines and work methods

Here you describe your competences in handling tools, machines and work methods within your professional or learning fields

4.0 foreign country
I can use selected information technologies to analyse information in the foreign country, to research for creative solutions to special problems within my everyday life or my work.

2.5 Critically checking and scientifically analysing information
I can critically check and scientifically analyse information to test their relevance for special and abstract problems within my professional or learning field.

4.0 Developing innovative solutions
I can use information technologies to develop and present innovative solution to unexpected and special problems within my professional or learning field?

3.5 Handling tools and machines after instruction
I can handle tools after instruction, follow methods and use machines to cope with everyday life and finish fixed work related tasks.

3.0 Operating tools and machines and using working methods independently
I can operate tools and machines as well as using working methods to independently settle agreed work related tasks.

2.5 Using tool, machines, materials and working methods to settle tasks
I can use selected tool, machines, materials and working methods to settle tasks and create solutions for problems within my work area and in my everyday life.

2.5 Using tools, technical machinery and work methods to solve unexpected problems
I can use selected tools, technical machinery and work methods, to solve unexpected and special problems within my everyday life or my work.

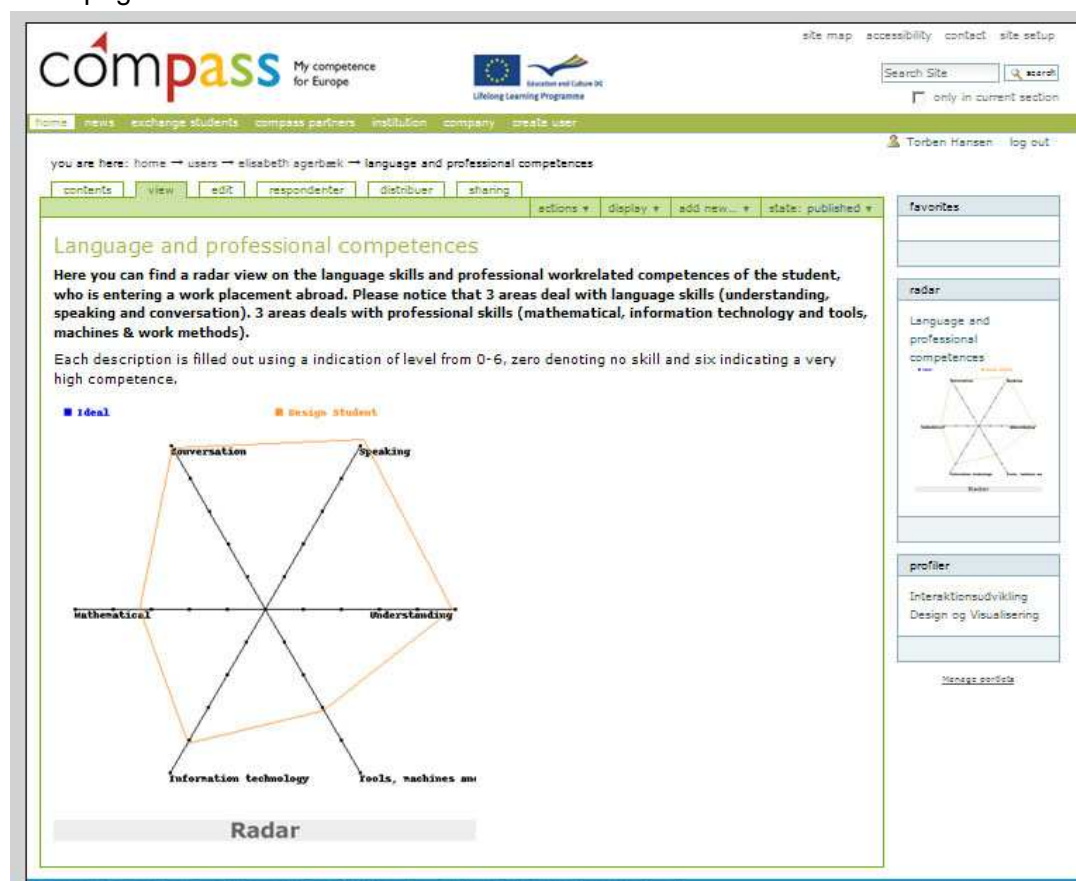
3.0 Informing others of the functions of tools and technical machines
I can in the foreign country inform others of the functions of tools and technical machines and bring them into action to solution of unexpected special problems within my professional field.

3.0 Comprehensive use of tools, technical machinery and working methods for innovative solutions
I can comprehensively use tools, technical machines and working methods to develop innovative solutions to special problems and within my own professional fields conceptually develop them further.

tryk her for at besvare

La página de resultados

En la página de resultados se muestra el radar.



Se convierte en un enlace en la página del usuario (como parte de la experiencia del estudiante).

Y se publicará en el Acuerdo de Prácticas.

Si no aparece en la página del estudiante o se muestra el mensaje "Inquiry is closed" (se ha cerrado el proceso de seguimiento), haga clic en la ficha "Content" (contenidos).

En la página "Content" (contenidos) haga clic en el radar y después en "Change state" (modificar estado)

you are here: home → users → elisabeth agerbæk

contents view edit sharing actions display add new... state: published

Info Item(s) deleted.

Elisabeth Agerbæk
by Elisabeth Agerbæk — last modified Feb 06, 2010 04:24 PM
▲ Up one level

select: all					
	title	size	modified	state	order
<input type="checkbox"/>	Design og Visualisering	1 kB	Jun 09, 2009 01:18 PM	Published	::
<input type="checkbox"/>	Interaktionsudvikling	1 kB	Jun 09, 2009 01:18 PM	Published	::
<input type="checkbox"/>	Billedmanipulation	1 kB	Jun 09, 2009 01:17 PM	Published	::
<input type="checkbox"/>	Language and professional competences	1 kB	Feb 08, 2010 12:04 PM	Published	::
<input checked="" type="checkbox"/>	Social and personal competences	1 kB	Feb 08, 2010 01:04 PM	Published	::

copy cut rename paste delete change state

favorites

radar

Language and professional competences
Social and personal competences

Technical skills Knowledge

profiler

En la página de modificación del estado, cambie el estado por "Publish" (publicar) en la parte inferior de la página. Al hacerlo, se publicará la ilustración del radar/tela de araña en la página con la experiencia del estudiante.

En ocasiones se mostrará el mensaje "Inquiry is closed" (se ha cerrado el proceso de seguimiento). El mensaje desaparecerá al cambiar el estado de la página del radar.

INVITAR A UN ESTUDIANTE A CREAR REDES DE HABILIDADES (RADARES) AL FINAL DEL PERÍODO DE PRÁCTICAS

Repita los pasos 1 al 6

Para pedirle a un estudiante que rellene el cuestionario al finalizar el período de prácticas, siga los pasos 1 al 6 de creación del primer radar.

Cuando el estudiante haya completado el radar, el administrador deberá *cambiar el nombre* del segundo radar, para que se perciba la diferencia, al crear el certificado.

Para hacerlo vaya a la ficha "Content" (contenidos) de la página del estudiante. Desde aquí puede seleccionar los dos radares nuevos (sin publicar) y hacer clic en "Rename" (cambiar el nombre)

The screenshot shows the 'compass' interface for 'My competence for Europe'. The user is logged in as Torben Hansen. The breadcrumb trail indicates the user is viewing the 'Stump Hansen' profile under 'users'. The 'contents' tab is active, showing a table of competences.

Stump Hansen
by Stump Hansen — last modified Sep 22, 2010 10:07 AM
▲ Up one level

Hi

select: all					
	title	size	modified	state	order
<input type="checkbox"/>	Social and personal competences	1 kB	Sep 22, 2010 10:23 AM	Published	::
<input type="checkbox"/>	Language and professional competences	1 kB	Sep 22, 2010 10:28 AM	Published	::
<input type="checkbox"/>	Language and professional competences2	1 kB	Sep 27, 2010 08:46 AM	Published	::
<input type="checkbox"/>	Social and personal competences_2	1 kB	Sep 27, 2010 08:51 AM	Published	::

Below the table are buttons: **copy**, **cut**, **rename**, **delete**, and **change state**.

On the right side, there is a 'favorites' section with the following details:

- Specialty:** Web design
- Software:** Dreamweaver
- Food:** Indian
- Music:** Souvenirs
- Website:** <http://www.nytimes.com>

Below that is a 'radar' section with the text: 'Language and professional'.

Página - Cambiar el nombre de un elemento



compass My competence for Europe

Education and Culture DG Lifelong Learning Programme

site map accessibility contact site setup

Search Site search

only in current section

home create user participants news compass partners compass matrix

Torben Hansen log out

you are here: home → users → stump hansen

Rename item

Each item has a Short Name and a Title, which you can change by entering the new details below.

Language and professional competences2 (language-and-professional-competences2)

New Short Name
Short name is the part that shows up in the URL of the item.
language-and-professional-competence

New Title
Language and professional competence

Social and personal competences_2 (social-and-personal-competences-2)

New Short Name
Short name is the part that shows up in the URL of the item.
social-and-personal-competences-2

New Title
Social and personal competences_2

rename all cancel

favorites

Specialty: Web design
Software: Dreamweaver
Food: Indian
Music: Souvenirs
Website: http://www.nytimes.com

radar

Language and professional

Desde aquí puede cambiar el nombre del segundo radar de habilidades del estudiante.

No hace falta que cambie el "short name" (nombre abreviado), el sistema ya lo ha hecho. En su lugar, añada un _2 a "New Title" (título nuevo). El radar será entonces reconocible, al crear un Certificado de Prácticas.

Para terminar haga clic en "Rename All" (cambiar el nombre a todos).

A continuación, publique los nuevos radares *cambiando el estado*.

ANTES DE CREAR ACUERDOS O CERTIFICADOS DE PRÁCTICAS

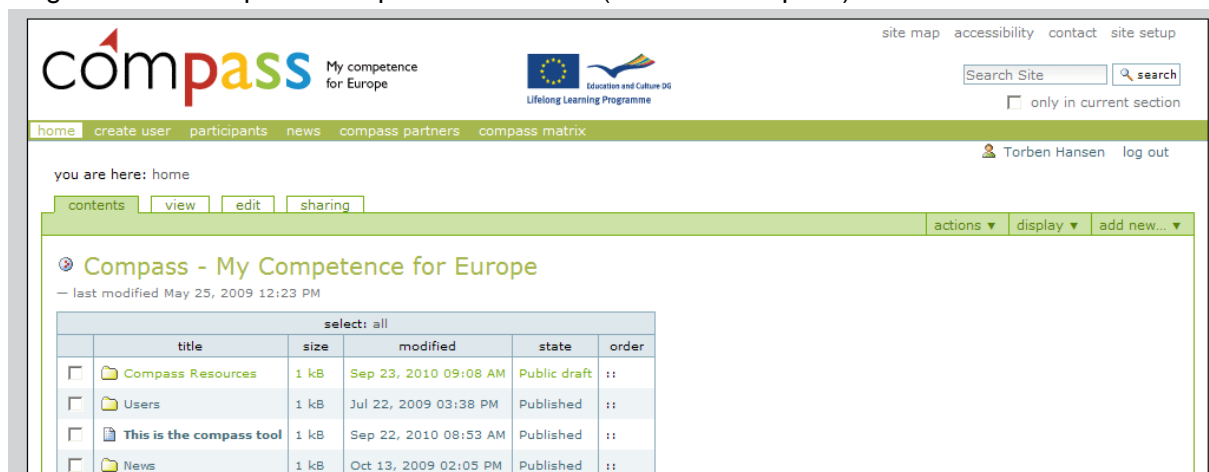
Vaya a la página de inicio de las herramientas compass

Haga clic en la ficha "Contents" (contenidos).



Seleccione la carpeta "Compass Resources" (recursos compass)

Haga clic en la carpeta "Compass Resources" (recursos compass).



Permanezca aquí cuando agregue acuerdos (denominados contratos) y certificados.

Éstos ya no aparecerán en la barra de herramientas principal del sitio.


My competence for Europe




 Lifelong Learning Programme

[site map](#)
[accessibility](#)
[contact](#)
[site setup](#)

☐ only in current section

[home](#)
[create user](#)
[participants](#)
[news](#)
[compass partners](#)
[compass matrix](#)


 Torben Hansen
 [log out](#)

you are here: [home](#) → [compass resources](#)

[contents](#)
[view](#)
[edit](#)
[sharing](#)

actions ▼

display ▼

add new... ▼

state: public draft ▼

Compass Resources

by [Torben Hansen](#) — last modified Sep 23, 2010 09:08 AM

[▲ Up one level](#)

select: all					
	title	size	modified	state	order
<input type="checkbox"/>	 Certificate	0 kB	Sep 27, 2010 09:00 AM	Public draft	::
<input type="checkbox"/>	 stumphansen2	0 kB	Sep 27, 2010 09:37 AM	Public draft	::
<input type="checkbox"/>	 StumpHansenAgreement	0 kB	Sep 27, 2010 09:47 AM	Public draft	::
<input type="checkbox"/>	 Training Agreement	0 kB	Sep 27, 2010 10:03 AM	Public draft	::
<input type="checkbox"/>	 ldkakledkl;asd	0 kB	Sep 27, 2010 10:05 AM	Public draft	::

collection

event

file

folder

image

link

mobility project

news item

page

portfolio

radartest

responder

work placement certificate

work placement contract

workgroup

restrictions...

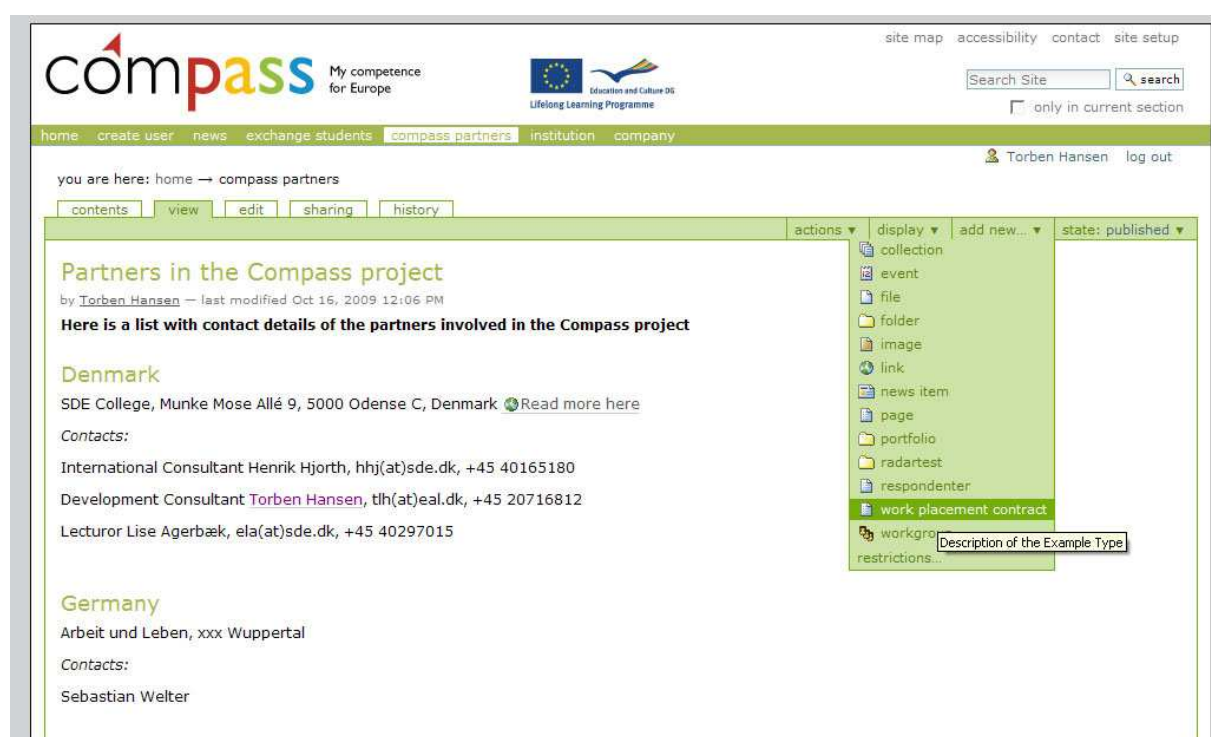
Manage portlets

Compass is occupation oriented documentation of the intercultural skills acquired in job placements abroad

CREAR UN ACUERDO DE PRÁCTICAS ENTRE 3 USUARIOS

Acuerdo

En la página de su experiencia, haga clic en “Add new” (agregar nuevo) y seleccione "Work Placement Agreement" (acuerdo de prácticas).



Ésta es la ventana del acuerdo de prácticas

Comience por darle un nombre al acuerdo. Describa su contenido en el campo “Description” (descripción).

Default Categorization Dates Ownership Settings

Title (Required)
Title is required, please correct.

Description
A short summary of the content.

Company
Select the company that is part of the work contract.

- ☐ Company #1 (johndoe)
- ☐ Erhvervsakademi Lillebælt (torbenh)

School
Select the school that is part of the work contract.

- ☐ Multimediedesigner (MMD)
- ☐ Test 1 (test1)

Student
Select the student that is part of the work contract.

- ☐ Peter Enevoldsen (petere)
- ☐ Test 1 (test1)
- ☐ Testus Studentikus (Student1)

save cancel

Manage portlets

Internet

Rellene los campos de identificación de los 3 usuarios

Identifique los tres usuarios diferentes que "cumplen" con el acuerdo.

Default Categorization Dates Ownership Settings

Title

Peters contract

Description
A short summary of the content.

Here is peters contract

Company
Select the company that is part of the work contract.

- ☐ Company #1 (johndoe)
- ☒ Erhvervsakademi Lillebælt (torbenh)

School
Select the school that is part of the work contract.

- ☒ Multimediedesigner (MMD)
- ☐ Test 1 (test1)

Student
Select the student that is part of the work contract.

- ☒ Peter Enevoldsen (petere)
- ☐ Test 1 (test1)
- ☐ Testus Studentikus (Student1)

save cancel

Manage portlets

Haga clic en "Save" (guardar)

Agregar un radar

Indique las dos visualizaciones de radares, que deberían ir en el acuerdo de Peter.
El sistema mostrará las visualizaciones del radar que ha creado el estudiante.

The screenshot shows the 'compass' web application interface. At the top, there is a navigation bar with links: home, create user, news, exchange students, compass partners, institution, and company. The 'compass partners' link is highlighted. Below the navigation bar, there is a breadcrumb trail: 'you are here: home → compass partners → peters contract'. The main content area is titled 'Peters contract' and contains the following information:

- Company:** Erhvervsakademi Lillebælt (torbenh)
- Student:** Peter Enevoldsen (petere)
- Radar 1:** Social and personal competences
- Radar 2:** Language and professional competences
- School:** Multimediedesigner (MMD)
- Contract:** download .pdf

At the bottom of the page, there is a link: Manage portlets.

Haga clic en "Download pdf" (descargar pdf) y el sistema generará un acuerdo de prácticas que deberán firmar las tres partes.

Work placement agreement

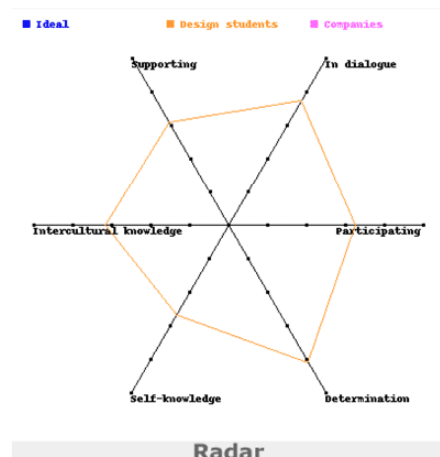
between

Student: Peter Enevoldsen
Institution: Multimediedesigner
Company: Erhvervsakademi Lillebælt

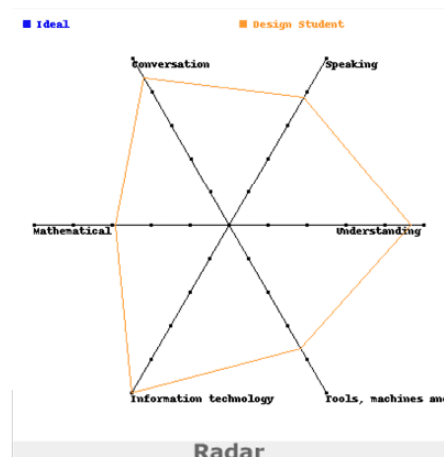
Name of students education: Multimediedesigner

Students competencies webs

Social and personal competences



Language and professional competences



Length of work placement: February 01. 2010 to May 01. 2010

Company wishes

We would like to Quality a prototype for assurance website as well as a website for SIMA - a sub programme of the academy.

Signed February 08. 2010

Lise Agerbæk
Multimediedesigner

Peter Enevoldsen

Torben Hansen
Erhvervsakademi Lillebælt

CREAR UN CERTIFICADO DE PRÁCTICAS AL FINAL DEL PERÍODO DE PRÁCTICAS

Certificado

En la ficha "Contents" (contenidos) de la página de inicio, haga clic en la carpeta "Compass Resources" (recursos compass). Después, abra la carpeta "Add new" (agregar nuevo) y seleccione "Work Placement Certificate" (Certificado de Prácticas).

The screenshot shows the Compass web application interface. At the top, there is a header with the Compass logo, the text "My competence for Europe", and the European Union flag with the text "Education and Culture DG Lifelong Learning Programme". There are also links for "site map", "accessibility", "contact", and "site setup". A search bar is present with the text "Search Site" and a "search" button. Below the header, there is a navigation bar with links: "home", "create user", "participants", "news", "compass partners", and "compass matrix".

The main content area shows the "Compass Resources" folder. It includes a breadcrumb trail: "you are here: home → compass resources". Below this, there are tabs for "contents", "view", "edit", and "sharing". The "contents" tab is active, showing a table of resources. The table has columns for "title", "size", "modified", "state", and "order". There is a single entry titled "Certificate" with a size of "0 kB", modified on "Sep 27, 2010 09:00 AM", and state "Public draft". Below the table, there are buttons for "copy", "cut", "rename", "delete", and "change state".

On the right side of the interface, there is a dropdown menu for "add new...". The menu is open, showing a list of options: "collection", "event", "file", "folder", "image", "link", "mobility project", "news item", "page", "portfolio", "radartest", "responder", "work placement certificate", "work placement contract", "workgroup", and "restrictions...". The "work placement certificate" option is highlighted.

At the bottom of the interface, there is a footer with the text "Manage portlets" and "Compass is occupation oriented documentation of the intercultural skills acquired in job placements abroad".

Ventana del certificado de prácticas

compass My competence for Europe

Education and Culture DG Lifelong Learning Programme

site map accessibility contact site setup

Search Site search

only in current section

home create user participants news compass partners compass matrix

Torben Hansen log out

you are here: home → compass resources → [...]

Add Work Placement Certificate

Description of the Example Type

Default Categorization Dates Ownership Settings

Title

Work Certificate for Sylvester Hansen

Description

A short summary of the content.

Student

Select the student that is part of the work contract

Sylvester Hansen (cykel)

Company

Select the company that is part of the work contract

Perfect Hotel (Mr.Nice)

Company statement

Max 470 letters

School

Select the school that is part of the work contract

SDE College (hhj)

Statement from educational institution

Max 470 letters

Learning goals achieved

Max 470 letters

save cancel

Comience por darle un nombre al acuerdo. Describa su contenido en el campo “Description” (descripción).

Rellene los campos de identificación de los 3 usuarios

Seleccione los tres usuarios que participaron en las prácticas. En cuanto a la compañía, puede agregar la opinión de la compañía sobre las prácticas del estudiante.

El campo para la valoración de la institución le permite describir los objetivos, formales e informales, logrados durante las prácticas.

El campo de los objetivos de aprendizaje le permite hacer constar cómo describe el estudiante los objetivos formativos logrados.

Haga clic en "Save" (guardar)

Agregar radares

En la siguiente pantalla indique los cuatro radares, que crearán la ilustración de doble "tela de araña" de las habilidades adquiridas por el estudiante.

Seleccione el radar de inicio y de finalización que ha completado el estudiante.

Info
Changes saved.

stumphansen2

Student

Stump Hansen (stumpelise)

Radar 1
Radar 2

Start
Language and professional competences
Social and personal competences

End
Language and professional competences2
Social and personal competences_2

Company

Heliant aps (henrikh)

Company statement

Stump Hansen worked for us for two month. We found her to be a lively and hardworking girl, who participated in our daily routines with vigour and joy. She worked primarily with the creation of a website targeted at our international customers. We were very satisfied with the effort of Stump Hansen

Educational institution

SDE College (hhj)

Statement from educational institution

Stump Hansen fulfilled the work placement achievement, which adds up to 15 ECTS point.

Contract

download .pdf

Manage portlets

Compass is occupation oriented documentation of the intercultural skills acquired in job placements abroad

Haga clic en "Download pdf" (descargar pdf) y el sistema generará un certificado de prácticas que deberán firmar las tres partes.



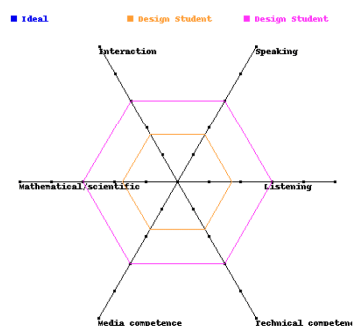
Work placement certificate

Student: **Stump Hansen**
 Institution: **Multimediedesigner**
 Company: **Heliant**

Name of students education: **Multimedia Designer Work Placement**

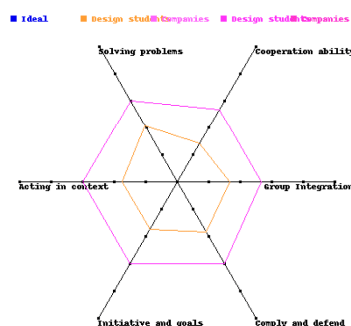
Students competencies webs

Language and professional competences



Radar

Social and personal competences



Radar

Length of work placement: **February 01. 2010 to May 01. 2010**

Company statement

Stump Hansen worked for us for two month. We found her to be a lively and hardworking girl, who participated in our daily routines with vigour and joy. She worked primarily with the creation of a website targeted at our international customers.

Statement from educational institution

Stump Hansen fulfilled the work placement achievement, which adds up to 15 ECTS point.

Signed September 27. 2010

 Lise Agerbæk
 Multimediedesigner

 Henrik Hjorth
 Heliant



LAMA GRAFIK

